



DATE: August 19, 2008

TO: Fleet Coordinators & State Drivers

FROM: Department of General Services (DGS)
Office of Fleet and Asset Management
1700 National Drive
Sacramento, CA 95834

SUBJECT: DGS VEHICLE MILEAGE SUBMISSIONS

In an effort to streamline current billing processes, effective September 30, 2008, Fleet Coordinators and State Driver are required to submit all months' end mileage reports for vehicles being leased from DGS via the DGS online *Mileage Log Application*. For this purpose, the STD-273 will no longer be accepted via mail, fax or by phone. However, State agencies continue to be responsible for ensuring a Monthly Travel Log, [STD. 273](#), is completed and retained on all state motor vehicles. (See Department of Personnel Administration, Rule 599.807, and the State Administrative Manual, Section 4107).

Each leasing agency will enter their months' end mileage using the online Mileage Log Application at: <http://www.webapps.dgs.ca.gov/ofa/mileagelog/>. The vehicle mileage is due by the 5th work day of each month. All submissions made after the 5th work day of the month will incur a \$50 late fee.

To use the online application, Agencies are required to register and obtain a user identification and password. Instructions for registering are as follows:

- From the application website, click on the "Click here to Register" button
- Complete the profile information including the Agency billing code
- Enter your work e-mail address
- Click the "Submit" button

The user identification will be the e-mail address entered. The password will be immediately sent to the e-mail address entered. The password can be changed at anytime after registration is completed.

To enter the vehicle mileage log information, the following is required:

- Vehicle License Plate Number (E-plate number) or Vehicle Equipment Number
- End miles for the reporting month

If you are unable to register, experience problems entering mileage amounts, or do not receive a password using the online application, please e-mail Technical Support staff Vera Fernandez at vera.fernandez@dgs.ca.gov or call (916) 928-2784. For all other questions or problems concerning mileage please contact the leasing State Garage:

Fresno Garage	Joe Nunez	(559) 445-5527
Oakland Garage	Sherry Kelly	(510) 286-0901
Los Angeles Garage	Armando Padilla	(323) 224-0912
Sacramento Garage	Richard Cole	(916) 653-5087
San Diego Garage	Max Ballesteros	(858) 642-5740